

POSITION DESCRIPTION
OCCUPANCY SPECIALIST-VOUCHERS

DATE: 10/1/2006

REVISED DATE: 10/01/2011

POSITION GRADE: S-19

FAIR LABOR STANDARDS: NON-EXEMPT

REPORTS TO: Manager of Housing

POSITION SUMMARY: Responsible to the Manager of Housing, this is a responsible administrative and general clerical position involved in the overall handling of applications for admissions into the Section 8 Housing Programs to insure full occupancy is made in compliance with regulations.

This employee is in charge of all day-to-day activities of the processing of all applications and issuing vouchers for the Section 8 Housing program in order to insure that full occupancy is maintained. Decisions made, however, are in accordance with established policies. Work generally involves a high degree of public contact, sometimes in trying situations. In all cases advice and assistance is available. Work is evaluated through review of completed tasks, reports, records, and through conferences.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Interviews applicants for the Section 8 Program and completes the application.
2. Determines verifications needed to accurately evaluate applicant's eligibility, prepares and submits verification to appropriate sources.
3. Processes applications, including verification of income and family composition. Gathers and verifies data related to other aspects of applicant's eligibility. Determines eligibility and notifies applicants of eligibility status.
4. Selects residents for the issuance of vouchers based on Department of Housing and Urban Development set policies and Housing Authority of Americus' Section 8 Administrative Plan. Determines bedroom size and rent at initial occupancy. Re-verifies eligibility at admission. Perform all necessary calculations. Insures non-discrimination of admissions through careful adherence to applicable policies and regulations.
5. Conducts briefing for all voucher holders.
6. Initiates all admissions, including offering Vouchers for the Section 8 Programs. Processes required documents necessary for admissions.
7. Maintains files on pending applications, supporting data and changes. Purges files of inactive and rejected applications.
8. Performs clerical work for the Section 8 Department and assists in their tasks in order to help out in times of peak demand.
9. Provides counseling on housing alternatives for ineligible applicants or those facing a long waiting list.

10. Prepares reports, logs and summaries as required.
11. Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of Public Housing regulations and policies as they pertain to eligibility.
2. Thorough knowledge of Section 8 practices and procedures.
3. Considerable knowledge of the federal, state, and local laws and ordinances governing public housing, including health laws and fire regulations.
4. Ability to meet and deal tactfully and courteously with the public in trying and difficult situations and to maintain effective working relationships with other employees.
5. Knowledge of business English, spelling and arithmetic.
6. Ability to communicate orally and in writing.
7. Skill at data entry and retrieval using a computer terminal.
8. Considerable ability to perform lengthy arithmetic calculations with speed and accuracy.
9. Ability to understand and follow quickly and accurately written and oral instructions.
10. Thorough ability to respect privacy and confidentiality of tenant interviews, information and files.
11. Considerable skill in interviewing.
12. Ability to type with accuracy.

INITIATIVE AND JUDGMENT REQUIRED

While Manager of Housing is readily available, considerable decision making is required in determining eligible applicants. Although variations may occur which require good judgment, most of the job follows established procedures.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands or finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

EDUCATION AND EXPERIENCE

1. Graduation from a standard high school or vocational school with office skills in typing and office machines.
2. Considerable progressively responsible public contact work, preferably with low-income housing program or any equivalent combination of training and experience.
3. Must have a valid Georgia Driver's License and a driver's record with no major violations, such as DUIs, and less than 3 minor violations, such as speeding tickets when speed is not in excess of 15 MPH of speed limit within the past 7 years.